

Minutes of Measure I Advisory Committee Meeting of April 3, 2018

**One Twin Pines Lane
City Hall, Suite 360**

CALL TO ORDER

Chair Wood called the meeting to order at 3:35 PM.

COMMITTEE MEMBER AND STAFF PRESENT

COMMITTEE MEMBERS PRESENT: Wood, Hayes, Raffin, Tippakorn, Shane (arrived 3:49 PM)

STAFF PRESENT: Finance Director Fil, City Manager Scoles, City Attorney Rennie, Management Analyst Voelker, Public Works Director Oskoui, Field Services Manager Locke, Assistant Civil Engineer Cadiz

Chair Wood requested to move Agenda Item 1A (Approval of Minutes) to be discussed at the end of the meeting, following Item 2C (Understanding the Committee's Advisory Role). He also noted that public comments would be taken after each agenda item.

ITEMS OF BUSINESS

1. FY 2018 Mid-Year Update and Anticipated Year-End Reporting Model

Director Fil presented a recap of the FY 2018 Mid-Year financial results for the Measure I Fund, including fund balance trends, key variances, fiscal year appropriation comparisons and revenue forecast showing modest growth. Discussion ensued.

An update on the anticipated year-end reporting model was also provided by Director Fil. Extensive dialogue resulted as the Committee discussed anticipated level of detail in the year-end Measure I Audit report.

ORAL COMMUNICATION/PUBLIC COMMENTS

Perry Kennan, Belmont resident, opined that the reporting method should include funds spent on infrastructure prior to the Measure I tax as well as the amount coming from the General Fund.

Tim Strinden, Belmont resident, requested clarification on the inclusion of the City's \$1M contribution in comparing FY17 and FY18 appropriations, as it is only a one-time contribution.

2. Pavement 101, MTC Program Management & Future Measure I Capital Improvement Programming

Director Oskoui provided a verbal report explaining the Street-related funds and deferred infrastructure needs. He presented on Pavement Management, reviewing pavement basics and

principles, current conditions of Belmont streets, and the City's 5-year pavement program. Discussion followed as Director Oskoui fielded several clarification questions, touching on key points of current projects and Measure I branding for future projects as they're identified.

ORAL COMMUNICATION/PUBLIC COMMENTS

Perry Kennan, Belmont resident, questioned Director Oskoui on why a companion staff report was not prepared and suggested more history be included on street maintenance analysis. Mr. Kennan inquired as to the Measure I budget amount reported to MTC as well as the MCI-recommended amount to be spent on streets.

Tim Strinden, Belmont resident, expressed concern over the lack of visibility on street spending maintenance vs. capital projects and the Public Works personnel time spent on projects in Fund 231. He noted that Public Works does not track their time by activity, and that should be a priority, as Measure I funding could go towards Street Maintenance (Fund 231) activities.

3. Understanding the Committee's Advisory Role

City Manager Scoles reviewed the City Code Ordinance on the Committee's duties, detailing their official role. City Attorney Rennie noted that the City Council intended for the role to be narrow and centered around a very specific task – to review the Measure I Fund annual audit prepared by the City's auditor and to report back to Council on whether the audit report captured the spending of Measure I funds. Lengthy dialogue ensued as the Committee strove to come to a common understanding of their role as specified in the Ordinance.

Various discussions developed on the number of meetings necessary in order for the Committee to fulfill their duties. Debate also followed regarding the value of incremental spending reporting.

ORAL COMMUNICATION/PUBLIC COMMENTS

Perry Kennan, Belmont resident, spoke on the importance of the audit report level of detail in the Committee being able to fulfill their role.

Tim Strinden, Belmont resident, emphasized that the Committee can determine what their role means as they interpret it. He noted that their role is severely limited and could be more meaningful if they were to ask Council to expand their role. He added that incremental spending reporting can be very valuable over a period of years.

Further discussion developed among the Committee regarding their specified role, preferred reporting detail and number of meetings necessary.

ACTION: The Committee concurred that they will anticipate their next meeting in November and will not add any additional meetings at this time.

CONSENT CALENDAR

1. Approval of December 4, 2017 Minutes

Committee Member Shane suggested that “and Vice-Chair” be added to the minutes for the “Selection of Chairperson” agenda item.

ACTION: Moved by Committee Member Shane, seconded by Committee Member Tippakorn, by unanimous voice vote, the minutes were revised as noted above.

Dialogue developed around the level of detail necessary in the minutes. City Attorney Rennie stated that the purpose of minutes is to record the actions of the body, and any additional detail given is for context purposes. He emphasized that the minutes are not meant to be verbatim.

ORAL COMMUNICATION/PUBLIC COMMENTS

Perry Kennan, Belmont resident, opined that the minutes fail to provide context.

Tim Strinden, Belmont resident, stated that the minutes do not include enough detail to understand the context of the meetings and slight public input. He pointed out discrepancies he noticed from the last meeting. Discussion ensued.

ACTION: Chair Wood requested that the Committee receive the minutes sooner than just before the next meeting. City Attorney Rennie cautioned against any violations of the Brown Act in debating about the minutes with each other prior to their next meeting.

Moved by Committee Member Tippakorn, seconded by Committee Member Raffin, by unanimous voice vote, the Committee agreed that action minutes are sufficient going forward and requested draft minutes be issued sooner than just prior to the next meeting.

ADJOURNMENT 6:16 p.m.

**Nawel Voelker
Management Analyst**